

SAMPLE SITE VISIT SCHEDULE

The site visit should include:

30-minute meetings with the following groups:

- Guidance department
- PLTW teacher(s)
- School administration

1 ½ - 2 hours for:

- Classroom observation
- Portfolio viewing
- Student interviews (this can be broken down by teacher, 30 minutes per teacher)

1 hour with partnership team members

Sample Schedule

Time	Location	Meeting
7:30 a.m. - 8:00 a.m.	Main Office	Visitation Team arrival and greetings
8:00 a.m. – 9:30 a.m.	Classrooms	PLTW Classroom/Lab observation
9:30 a.m. – 10:00 a.m.	Conference Room	Meet with Guidance Department
10:00 a.m. – 10:30 a.m.	Conference Room	Meet with PLTW teachers
10:30 a.m. – 11:00 a.m.	Conference Room	Meet with Partnership Team
11:00 a.m. - 11:30 a.m.	Conference Room	Visitation Team meeting
11:30 a.m. - 12:00 p.m.	Conference Room	Summary meeting with school personnel